

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

'Isi Nīkaió 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

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Job Description

GENERAL INFORMATION	
Job Title:	Manager of Daily Transportation #SUP 17
Division:	Operations & Community Planning, Public Works
Date of Job Description:	November 2011
Terms:	Indeterminate
Job Reports To:	Public Works Director

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	
Name of Supervisor:	Brendan Montour

GENERAL JOB DESCRIPTION
Under the supervision of the Public Works Director, coordinates and manages the Daily Transportation Program.

RESPONSIBILITIES	TASKS
To supervise the department staff on day-to-day activities of the school bus operation.	<ul style="list-style-type: none"> ➤ Ensures that all drivers possess the proper qualifications, driver's license and safety card. ➤ Coordinates with the Employee Placement Administrator annual medical/drug exams for department personnel twice per school year. ➤ In conjunction with the GM HR Preparedness recommends training sessions and special training programs: driver safety, vehicle inspections, C.P.R., etc. ➤ Resolves personnel related issues and recommends measures to improve productivity. ➤ Participates in disciplinary procedures. ➤ Maintains up to date personnel files. ➤ Completes all employee appraisals. ➤ Assesses the staffing needs and plays an active role in the hiring process; ➤ Schedules regular monthly bus driver meetings; ➤ Ensures that employees follow MCK policies and procedures through regular monitoring of activities. Advises and guides

	<p>staff in policy and procedure application.</p> <ul style="list-style-type: none"> ➤ Monitors the day-to-day projects and activities to ensure schedules are met paying close attention to scheduling of field trips ➤ ➤ Ensures a timely follow up on warning system and all telephone inquiries; ➤ Ensures preventive maintenance practices are maintained on school busses by continuously monitoring drivers and following up on their daily equipment inspection reports. ➤ Ensures employee safety and security standards are enforced on sites and in the work place. ➤ Conducts monthly staff meetings with school bus drivers to discuss staff/community needs/issues that may impact the program's services. Provides follow-up on issues raised and makes arrangements for solutions
<p>To manage and administer the daily transportation program.</p>	<ul style="list-style-type: none"> ➤ Maintains an active inventory of all department owned vehicles and equipment. ➤ Updates the bus schedules and routes annually before the start of the school year and modifies throughout the school year; ➤ Advises the public on any changes to the bus schedules or routes. ➤ Prioritizes and schedules repairs and general maintenance activities for all school buses and other department equipment in conjunction with the Heavy Equipment/Town Garage Manager. ➤ ➤ Ensures buses are properly operated and maintained, ➤ Ensures availability to all schools and filed trip clientele. ➤ Approves employee timesheets prior to submission to Public Works Director ➤ Ensures licensing, insurance and inspection certificates are maintained in each department vehicle at all times. ➤ Assists and advises the Public Works Director of program requirements. ➤ Prepares and maintains activity records for all department related work performed within the Town Garage for submission to the Public Works Administrative Assistant for internal invoicing and payroll purposes. ➤ Assesses/reviews need for training with Public Works Director ➤ Assigns or contracts minor bodywork and body painting. ➤ ➤ Prepares purchase documents, obtaining purchase order numbers and purchases regarding all department needs. ➤ Maintains up to date purchase records ➤ Arranges for delivery of purchases while co-coordinating the pickup of parts when they are required or cannot be delivered.

	<ul style="list-style-type: none"> ➤ Performs the duties as school bus driver in the absence of any regular or spare driver by:
<p>To manage and control the daily transportation program budget and operating procedures</p>	<ul style="list-style-type: none"> ➤ Verifies items recorded on monthly budget reports and notifies accounting of inconsistencies. Ensuring corrections appear on subsequent reports. ➤ Ensures that monthly variances are explained and justified and accurate information is provided to Public Works Director ➤ Updates expense reports each month. ➤ Identifies and forecasts short/long term budget needs. ➤ Obtains and maintains records of purchase orders and cheque requisitions. ➤ Assists Public Works Director with preparation of annual budget. ➤ Estimates annual part costs, payroll costs and other maintenance costs with the Public Works Director. ➤ Reviews/approves weekly/monthly timesheets ➤ Attends weekly meetings for Public Works activities. ➤ Ensures drivers perform daily vehicle inspections ➤ Ensures employee performance appraisals are completed and submitted on time. ➤ Consults with Human Resources and Public Works Director when disciplinary actions are necessary. ➤ Participates in the selection of personnel.
<p>To develop and carry out communications relating to all activities, advisories, and services of the Daily Transportation Department</p>	<ul style="list-style-type: none"> ➤ Updates annual Bus schedule, and communicates to the Public with the assistance of local & MCK media outlets ➤ Prepares seasonal PSA's on Bus Safety, Parent/Student/Driver responsibilities, and communicates to the Public with the assistance of local & MCK media outlets ➤ Prepares and relays through media outlets any other advisories as they happen. ➤ Ensures timely and proper follow up to all parental complaints;
<ul style="list-style-type: none"> ➤ Performs any other job related duties as required by the immediate supervisor 	

ACCOUNTABILITY

- To provide school bus driving service to the Community of Kahnawake in accordance with government regulations;
- To ensure safe delivery and pick-up of school children on schedule;
- To ensure sound working condition of school buses/vehicles;
- To deal with internal and external clients in a tactful, discrete and courteous manner;
- To maintain confidentiality;
- To adhere to the MCK Administration Manual-Personnel Policy and the Kanien'keha language initiatives.

QUALIFICATIONS

Education and Experience required	<ul style="list-style-type: none"> ➤ DEC in Business Administration, plus three (3) years relevant experience with entrepreneurial or small business experience; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ High School Diploma, plus five (5) years relevant experience in management with Class 2 drivers license.
Skills Requirements	<ul style="list-style-type: none"> ➤ Sound supervisory skills; ➤ Good oral and written communication skills; ➤ Sound knowledge of Mohawk Council policies and operational procedures; ➤ Thorough knowledge of school bus operating procedure and experience, road and vehicle safety rules and regulations; ➤ Knowledge of vehicle inspection and mechanical maintenance requirements; ➤ Excellent record keeping skills, knowledge of finances and related matters and equipment and purchasing procedures; ➤ Excellent knowledge of computer office software including word processing and spreadsheets; ➤ Ability to communicate in the Kanien'keha and French languages is an asset; ➤ Willingness to learn the Kanien'keha language is required.

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DIRECTOR HUMAN RESOURCES UNIT